

BUSINESS PROCUREMENT CARDHOLDER AGREEMENT

Name of Cardholder:	Cardholder Business Address:
Cardholder Social Security Number:	Cardholder Business Phone Number:
Department Name & Number:	
Supervisor's Name and Title:	Supervisor's Phone Number:

Cardholder agrees to accept responsibility for the protection and proper use of the Business Procurement Card (BPC) in accordance with the terms and conditions below:

1. Cardholder agrees to provide the supporting receipts from the vendor and a transaction log for each transaction as designated by the BPC Coordinator under the agency policies and procedures. Failure to report or document any purchase may be deemed an improper use of the BPC.

2. If the card is lost or stolen, Cardholder shall notify the Card Coordinator immediately.

3. Cardholder's agency shall be responsible for all charges, including fees and interest, incurred from the proper use of the Card.

4. **THE CARDHOLDER MAY NOT MAKE PERSONAL PURCHASES ON THE CARD.** Cardholder understands that he shall be personally liable for any improper use of the BPC and agrees to pay to the issuer of the card such use (such issuer shall be a third party beneficiary under this agreement), other than improper use as the result of a lost or stolen card which was immediately reported as required in paragraph 2, including fees and interest assessed against the improper purchase. Cardholder understands that his/her improper use of the BPC may be cause for disciplinary action by the Agency including termination and that improper use of the BPC may subject Cardholder to criminal prosecution. Cardholder understands that Agency may withhold amounts attributable to improper use by Cardholder from any paycheck or other state of Kansas warrant which may be payable to Cardholder.

5. Cardholder understands that this BPC is authorized for the purchase of:

- ☐ **BPC Card** – Commodities, capital outlay items and the contractual service items specified in *the BPC General Procedures* document (coded in 2000, 3000 and 4000 series of object codes) limited to \$5,000 per purchase.
- ☐ **Basic BPC Card with Conference Registration Option** – Must be preapproved by the Division of Accounts and Reports and limited to \$5,000 per purchase.
- ☐ **BPC Contract Account (Cardless Account)** – Commodities, capital outlay items and the contractual service items specified in the *BPC General Procedures* document (coded in 2000, 3000 and 4000 series of object codes) included on statewide open-end contract. Dollar limit per purchase is negotiated with UMB Bank for each account.
- ☐ **BPC Registration Account (Cardless Account)** – Limited to central office or key business unit accounts for the payment of registration fees. Dollar limit per purchase is negotiated with UMB Bank for each account.
- ☐ **Automotive Fuel Card** – Limited to purchases of fuel and minor automotive repairs for agency-owned vehicles. Agency automotive fuel card programs must be preapproved by the Division of Accounts and Reports.

6. Cardholder understands that should his/her employment with Agency terminate for any reason, the BPC must be returned to the BPC Coordinator. Cardholder understands that Agency may withhold his/her final paycheck until the BPC is returned. Cardholder also understands that Agency may withdraw authorization to use the BPC and require the return of the BPC at any time for any reason.

7. Cardholder understands that use of the BPC is subject to individual card limitations on expenditures for use in official state business. All purchases must comply with state accounting and purchasing statutes, regulations and policies including all policies the Cardholder's Agency implements in the use of the Card. Items on state contracts may be acquired from the contract vendor with the BPC. The following items may not be purchased with the BPC, however, the list is not all inclusive:

Alcoholic beverages	Real Estate Leases
Business Cards	Personal Items
Cash Advances	Purchases involving trade-ins
Construction, renovation or installation	Recruitment expenses
Food	Services (Services included in Appendix A of the BPC General Procedures document and 1099 reportable services are allowable)
Fuel (except Automotive Fuel Cards)	Travel, travel related expenses
Honorariums (if reimbursement of travel expenses)	Weapons, ammunition (except KBI, KHP, KDOR and Kansas Lottery)
Hospitality or Entertainment	
Incentive earnings (ward or inmate)	
Items for which payment is made by	
Interfund Voucher (e.g. items in the Kansas	
Correctional Industries Catalog)	

If in doubt that a purchase is authorized under this agreement through the use of the BPC, Cardholder understands that he/she should seek prior approval from the BPC Coordinator. Such approval assumes proper use of the BPC.

7. Cardholder acknowledges by his/her signature to this agreement, that he/she has received training in the proper use of the card; has received, read and understands the Agency's Business Procurement Card Manual; and has read and understands this agreement.

Cardholder signature: _____ Date: _____

For Agency Use Only

Limit per Purchase: _____ (not to exceed amount specified on previous page)

Cycle Credit Limit: _____ (not to exceed without authorization)

Approval: Print Name: _____ Title: _____

Signature: _____ Date: _____

Approval: Print Name: _____ Title: _____

Signature: _____ Date: _____

Approval: Print Name: _____ Title: BPC Coordinator

Signature: _____ Date: _____